



Excel 2016 Basics

By Martha Nelson
Information Specialist

1) Create, open and
view a workbook





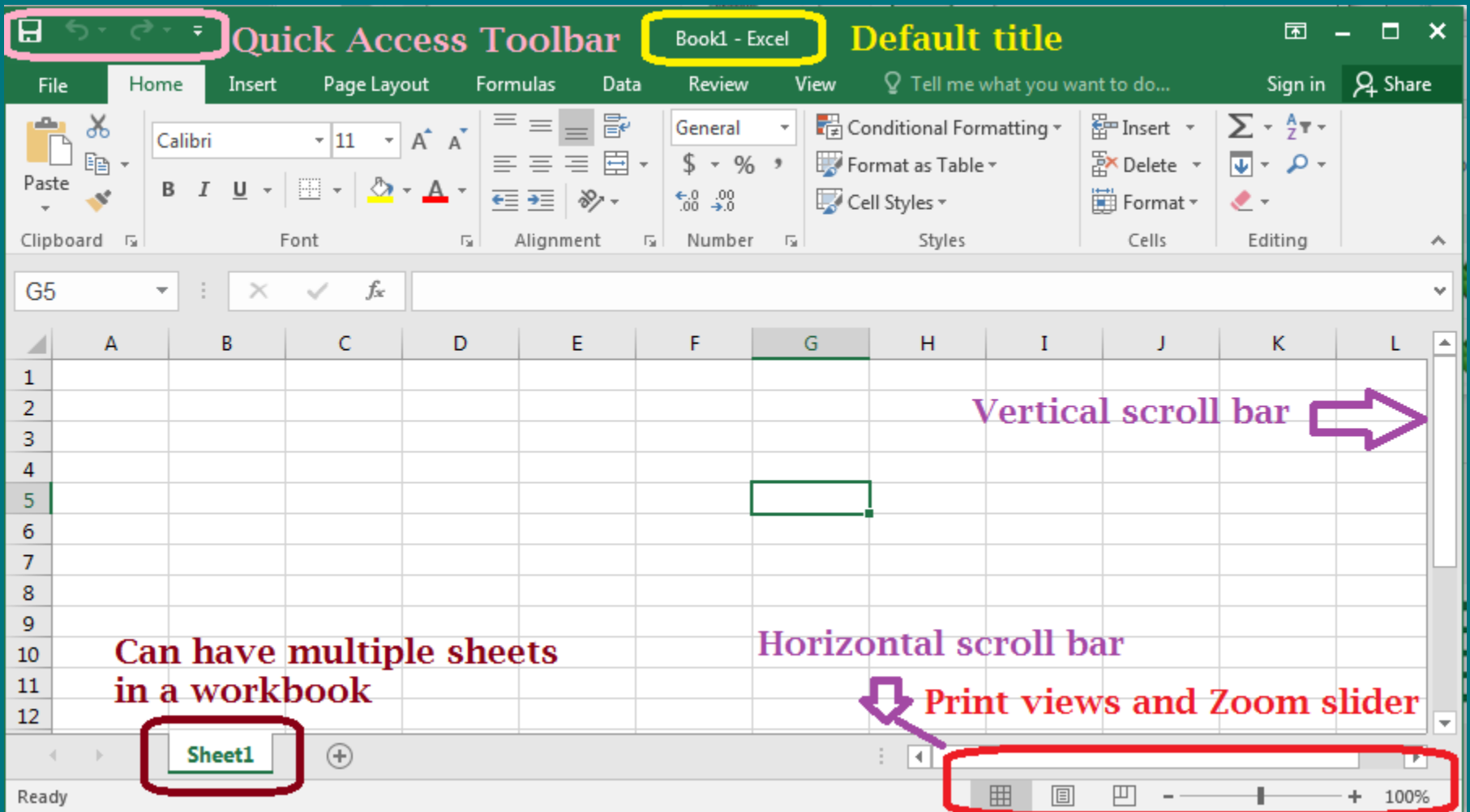
Click on the “Start” button on the lower left corner of your screen.



Then

- click on the Excel Icon or
- use the “search” field for Excel or
- Click on an existing worksheet





A brand new worksheet!



Excel

Recent

Cleaning Log

S: » Learning Experiences » Tech Help Desk » H...

Class work

Desktop » Class Excel Beginner

Class work

F:

Goals

Desktop » Class Excel Beginner

sugar soda

Desktop » Class Excel Beginner

example 1

Desktop » Class Excel Beginner

Incident_Log

S: » Learning Experiences » Tech Help Desk » In...

Goals

E: » Class Excel

November - December Classes

Desktop

1217

S: » Learning Experiences » Tech Help Desk » Ba...

 Open Other Workbooks

Look here for
previous
work

Search for online templates



Suggested searches: Business Personal Industry
Small Business Calculator Finance - Accounting Lists

Martha Nelson

nelsm@skokie.lib.il.us

Switch account



Enter a search term
to find pre-made

	A	B	C
1			
2			
3			
4			
5			
6			
7			

Blank workbook

Baseball scorecard without pitch...

We don't have any featured templates right now.

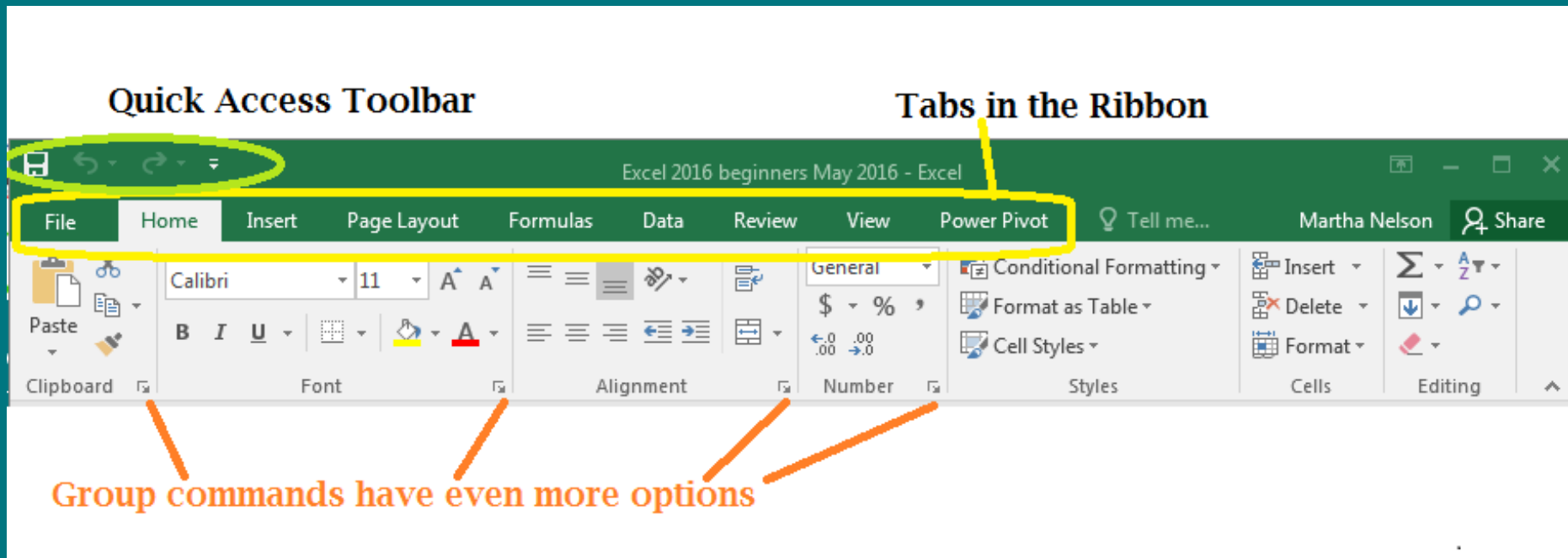
You can use the search box to find a specific template.

Click on the File tab, then New. You can use a template to get a quick start on a project. Or click on the Blank workbook.



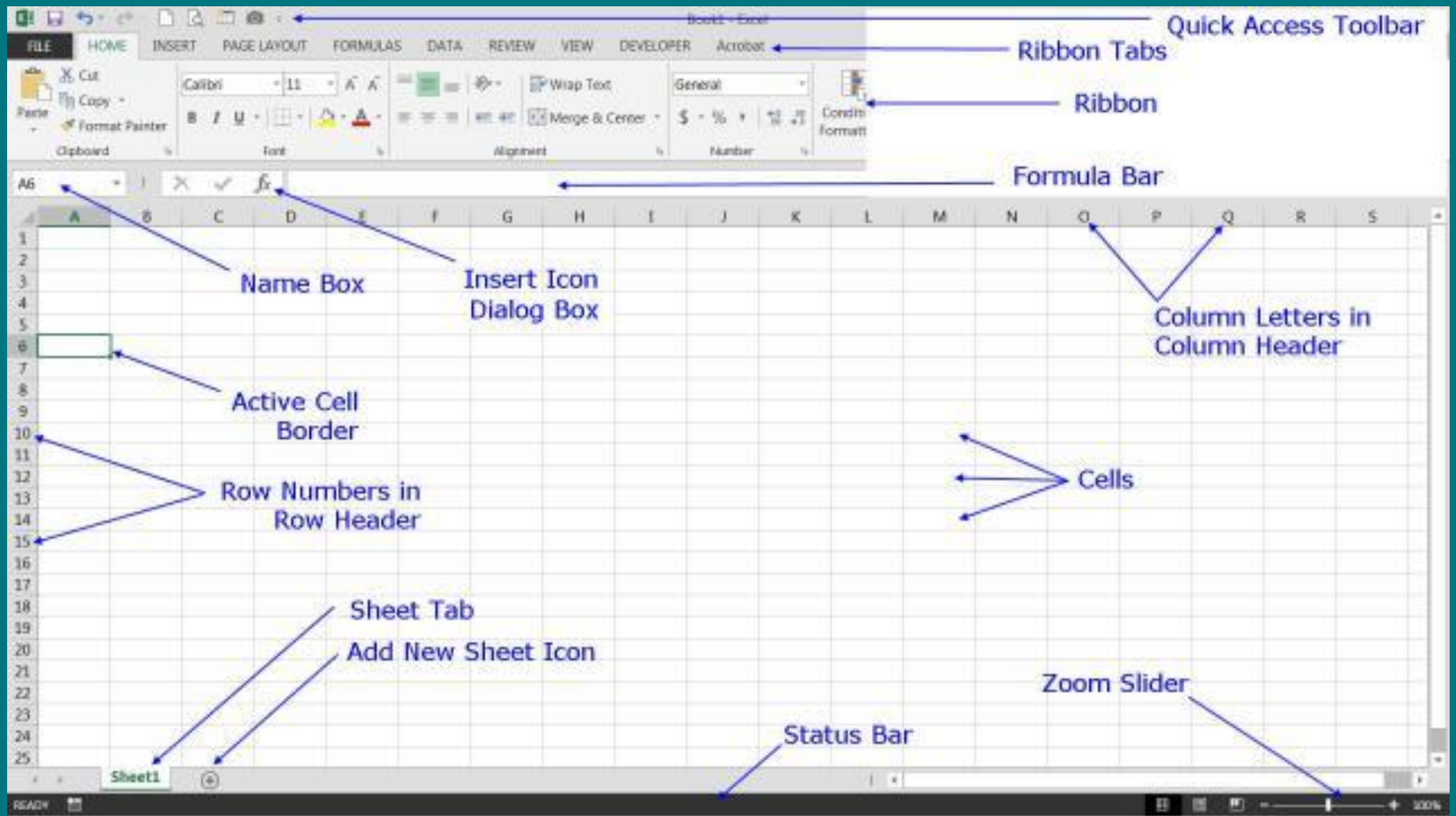
The Ribbon

Click on each Tab to see sub-menu controls.

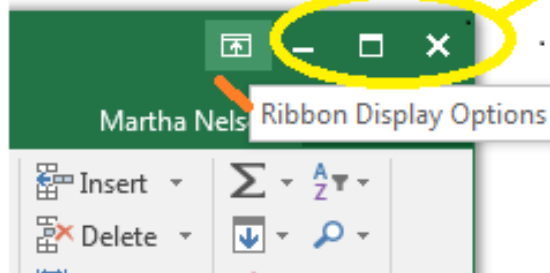


Each tab has its own collection of groups.
Each group has many options and controls.
Most groups have even more stuff when you click on the bottom right hand corner.





Minimize, Maximize / Restore Down, Close



The upper right corner has the standard Window's controls, plus a new one: the Ribbon Display Options.

If you ever notice that the Ribbon has disappeared, click the Ribbon Display Options and restore it.



2) Save workbooks

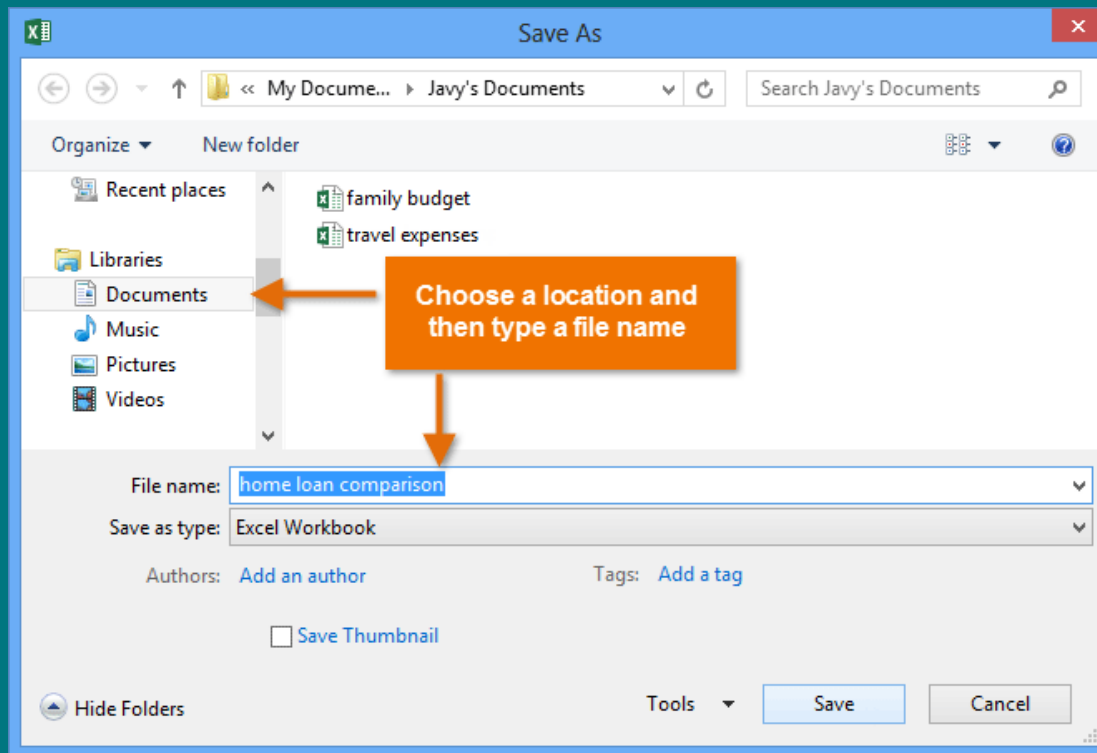


Click on the **File** tab.

Then click on **Save As**.

Finally, click **“Browse”**.

Click desired location, like Desktop or a flash drive. Rename the file here, too.



3) Enter and Edit Data



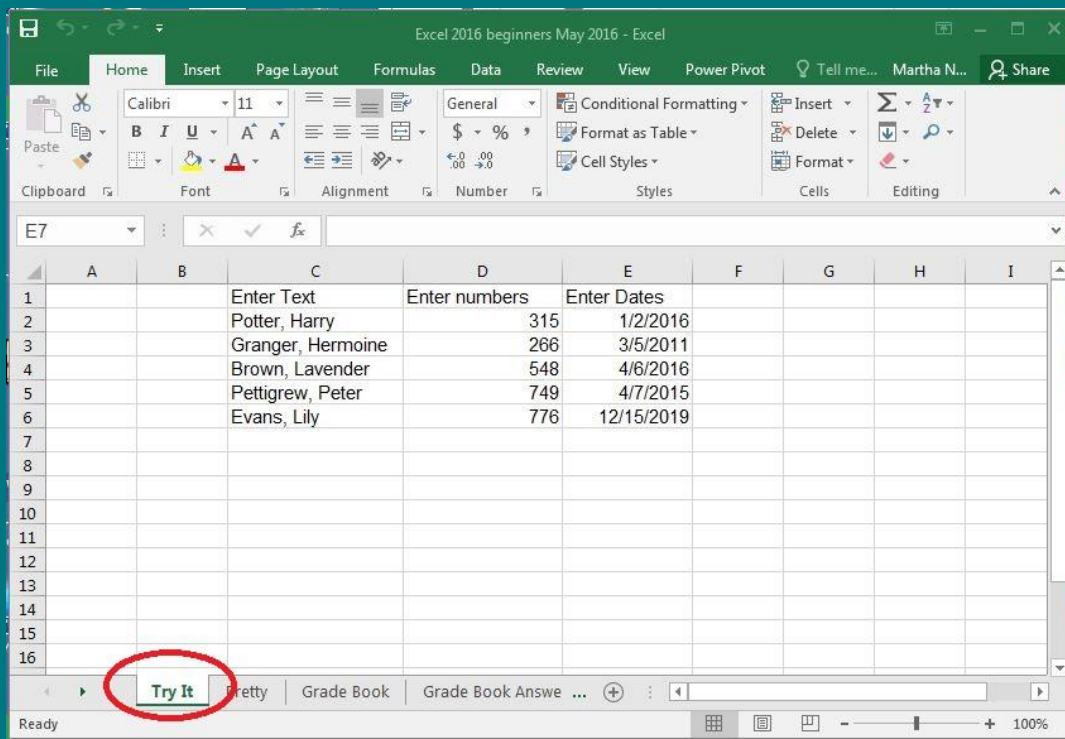
There are three data types:

- Text
- Numbers
- Dates and time (which are actually numbers)



Exercise #1

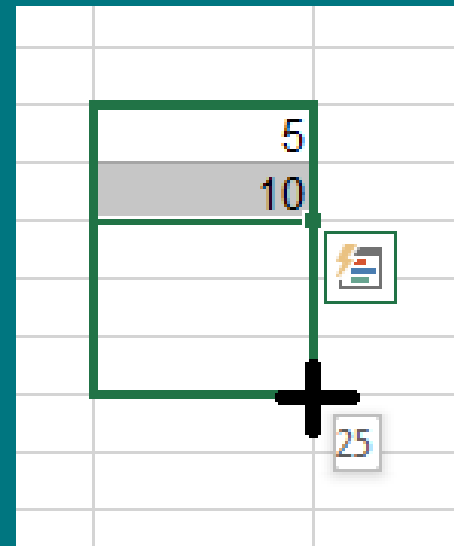
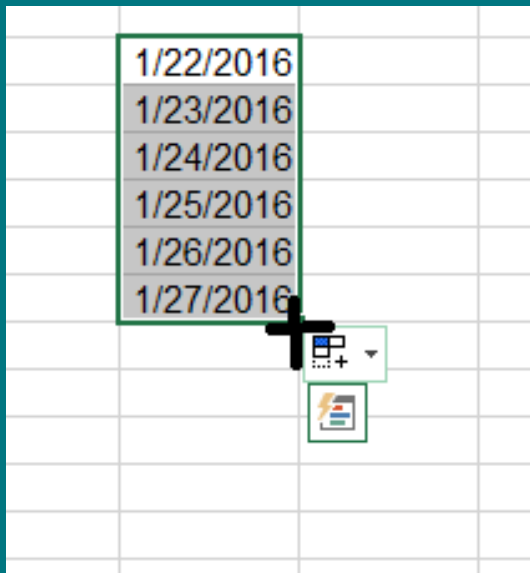
- Enter data in your worksheet. Tab is “Try It”
- Use mouse and arrow keys to move around the spreadsheet.



How to select two or more cells at a time

1. Click on one cell, that is the “active” cell, and its name will be in the name box. It will stay white.
2. Press the shift key.
3. Click on another cell. Everything between the two cells will turn grey, and the active cell is still white.





Autofill – enter repeating data very quickly.

1. Select a cell. Put your mouse over the lower right hand “dot” of that cell. The “dot” is called the handle.
2. For dates, just left-mouse click, hold, and drag down.
3. For numbers, select two cells, and drag down.

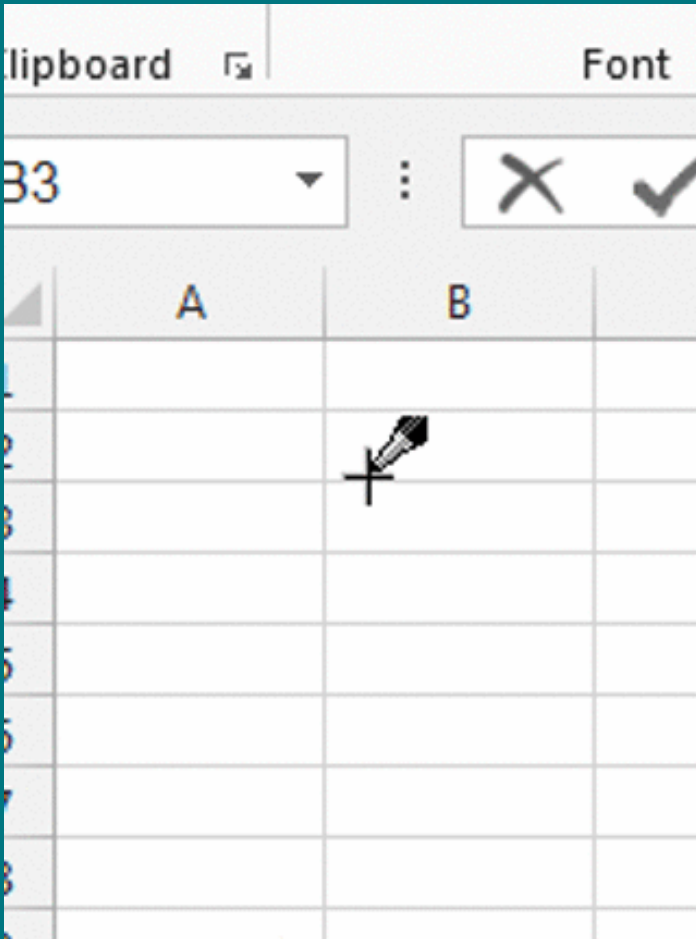


Auto-fill #1:

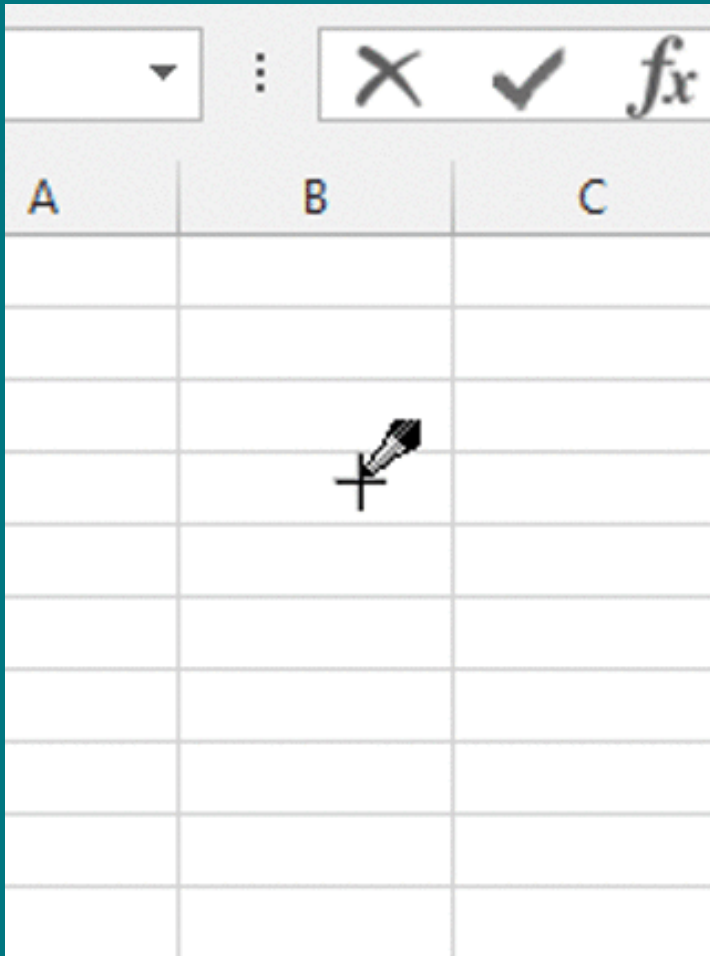
Copy data down a column.

Enter data in a cell, press Enter.

Then, mouse over lower right hand corner handle and drag down.



Auto-fill #2:



Increment data down a column.

Enter data in two cells that touch, press Enter.

Select both cells. (click on first cell, hold shift key, click on second cell)

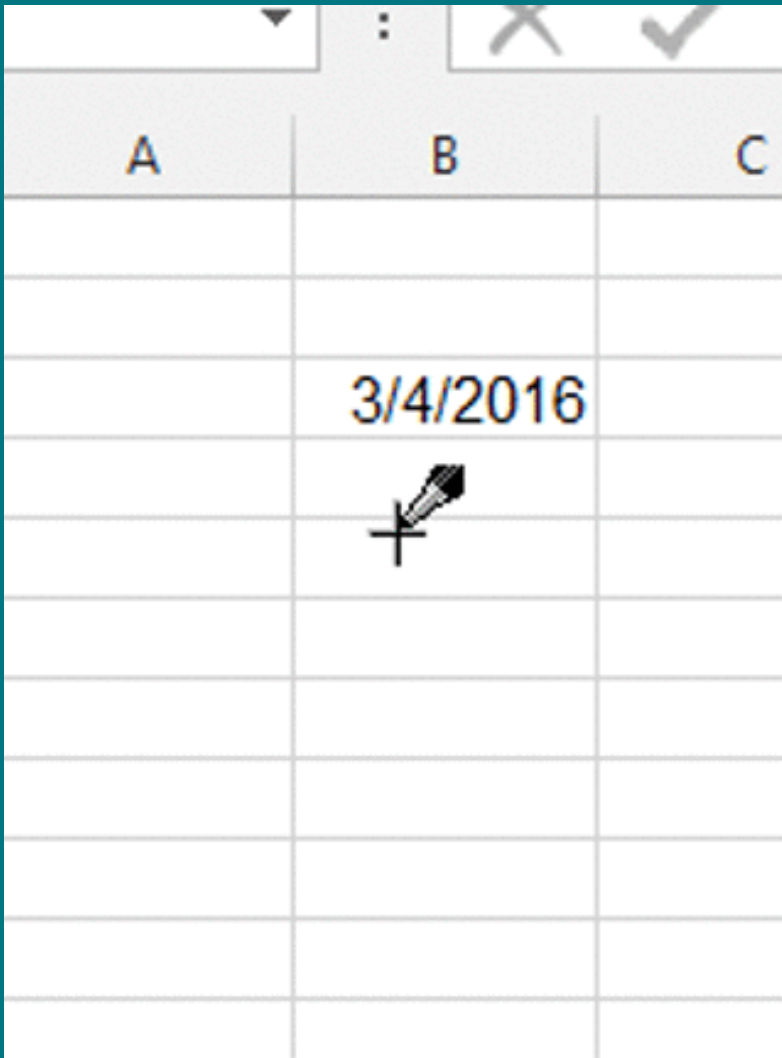
Hold down the handle and pull down.



Auto-fill #3:

Increment a date.
Enter data in cell,
press Enter.

Hold down the
handle and pull down
or across.



Exercise #2

In the “Try It” tab, use Autofill to fill in the cells.

- Click & drag one cell’s handle to repeat the data in new cells.
- Select two adjacent cells. Click and drag those two cells and create a series.

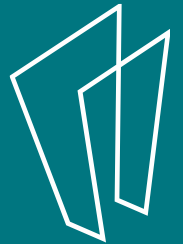


4) Format cells, rows and columns



There are many ways to
format individual cells,
a selection of cells,
columns, and rows.

These are just a few.



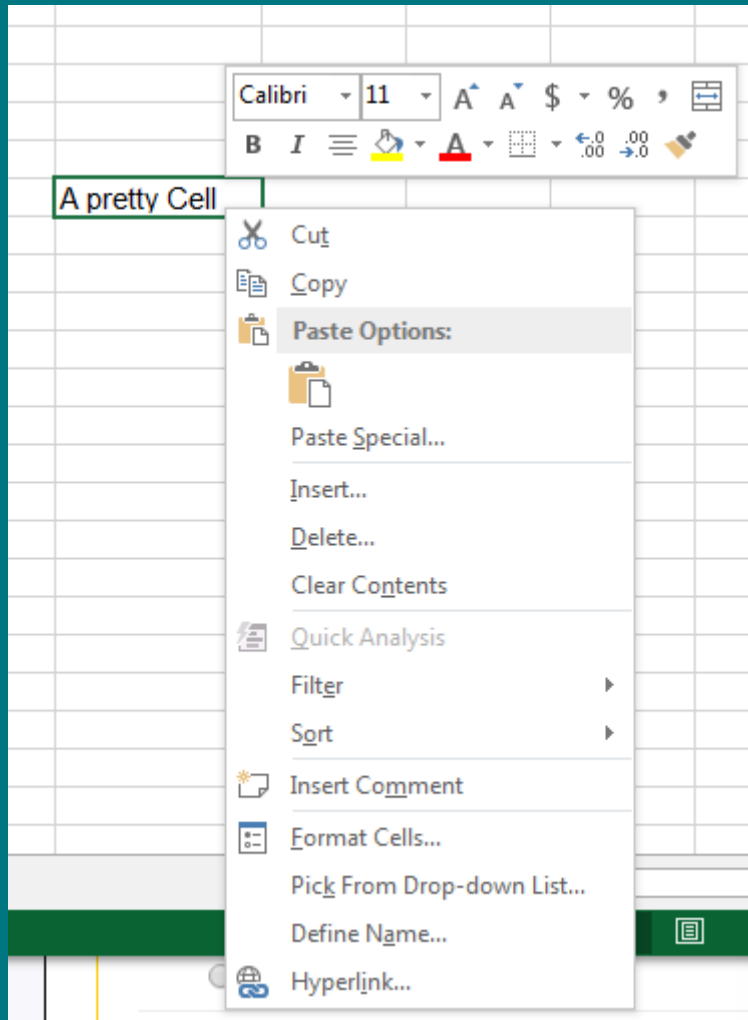
From the Home Tab

Select the desired cells first.

The image shows the Microsoft Excel interface. The title bar reads "Format options on the Home Tab". The ribbon is set to the "Home" tab, which is highlighted with a red box. The ribbon groups include "Clipboard", "Font", and "Alignment". The "Font" group shows "Calibri" font, size "11", and various formatting options like bold, italic, underline, and text color. The "Alignment" group shows text alignment options. Below the ribbon, the formula bar shows "B3" in the name box and "Format this!" in the formula box. A pink arrow points from the formula bar down to cell C3 in the spreadsheet grid. The spreadsheet grid shows columns A through F and rows 1 through 7. Cell C3 contains the text "Format this!".

	A	B	C	D	E	F
1						
2						
3		Format this!				
4						
5						
6						
7						

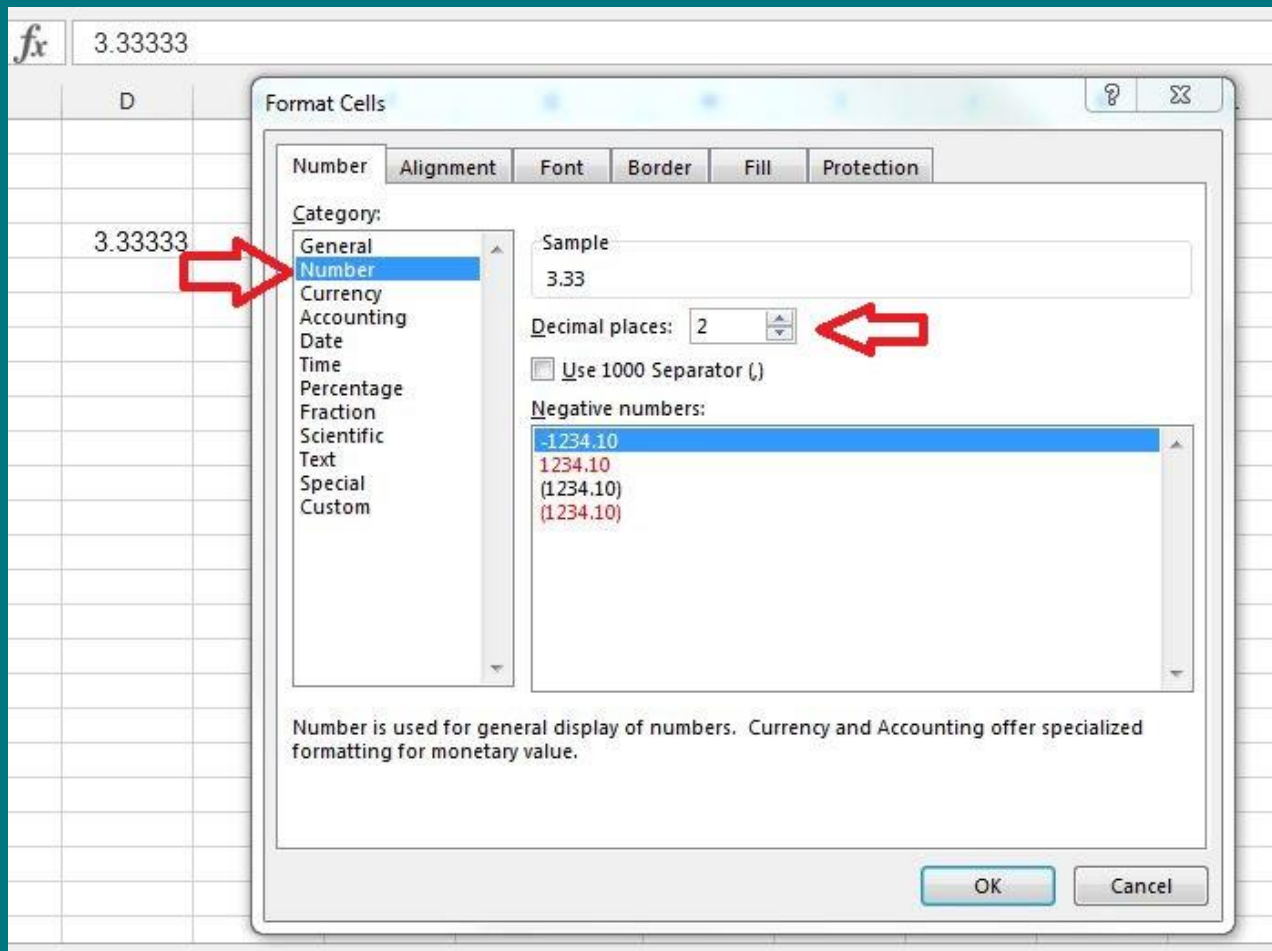




Mini Tool Bar

<right click> in a cell pulls up common formatting options.





Select Format Cells from mini toolbar.
Tab options have many choices



Exercise #3

- Format data using the Mini-toolbar
- Format data using the Home > Font, Alignment, and Number groups.

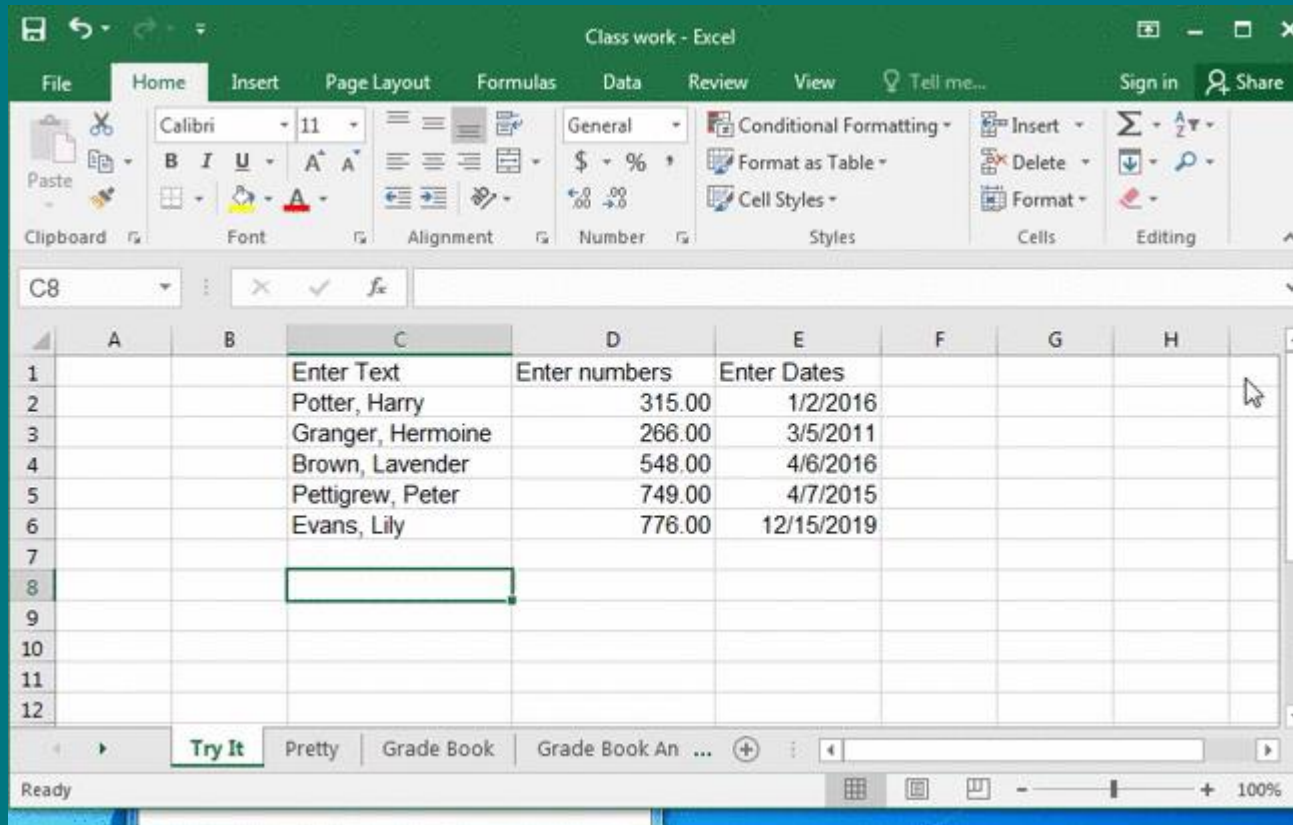


Format data using the Mini-toolbar

- Format data using the Home > Font, Alignment, and Number groups.



Format numbers



The screenshot shows the Microsoft Excel interface with the following data in the spreadsheet:

	A	B	C	D	E	F	G	H
1			Enter Text	Enter numbers	Enter Dates			
2			Potter, Harry	315.00	1/2/2016			
3			Granger, Hermione	266.00	3/5/2011			
4			Brown, Lavender	548.00	4/6/2016			
5			Pettigrew, Peter	749.00	4/7/2015			
6			Evans, Lily	776.00	12/15/2019			
7								
8								
9								
10								
11								
12								

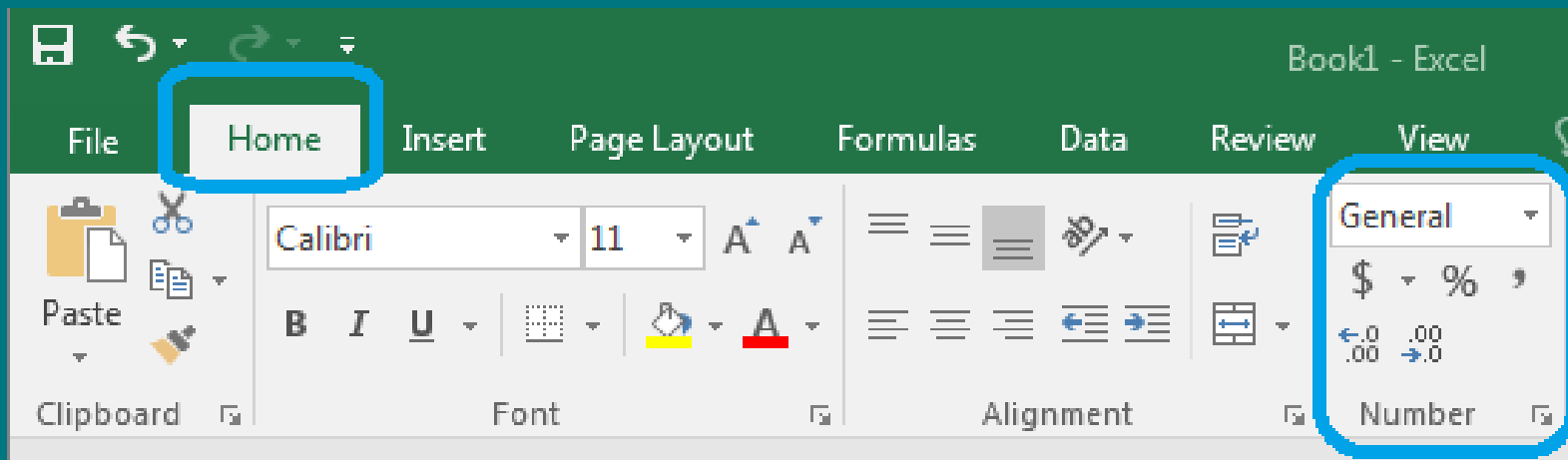
The interface includes the ribbon with tabs for File, Home, Insert, Page Layout, Formulas, Data, Review, and View. The Home tab is active, showing options for Clipboard, Font, Alignment, Number, Styles, Cells, and Editing. The status bar at the bottom indicates 'Ready' and a zoom level of 100%.



Exercise #4

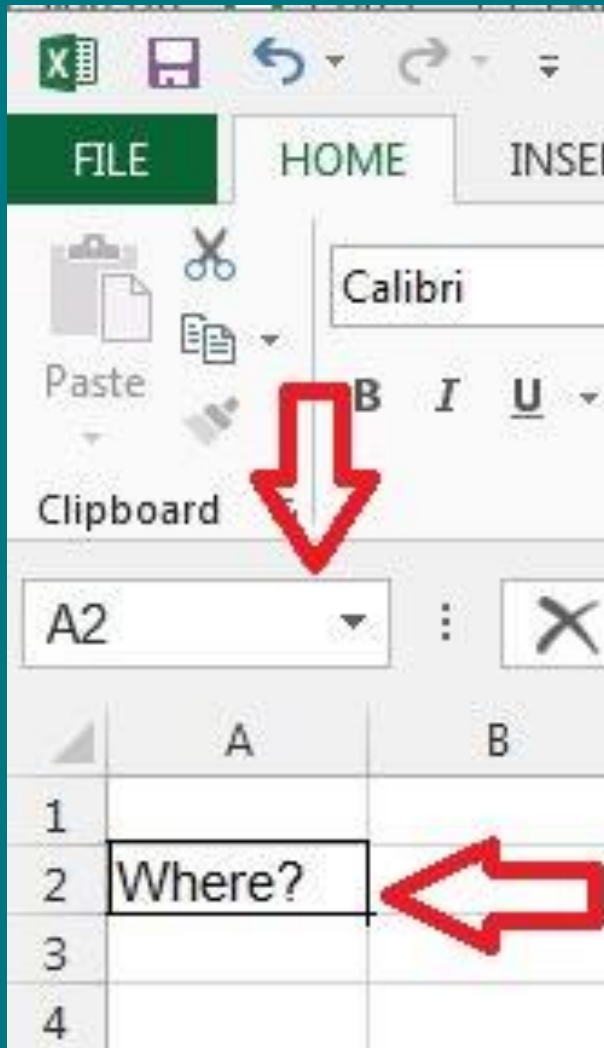
Format numbers using the Home > Number subgroup.

- Add a \$ sign to show it is currency.
- Or give something only 2 decimal places.
- Make negative numbers red.



5) Work with cell references





The “Where?” is in Column A, Row 2.

Its address is A2.

A2 is displayed in the name box. This is the **Relative Reference** to this cell.

If the cell was $\$A\1 , that would be an **Absolute Reference** (covered in more advanced classes).

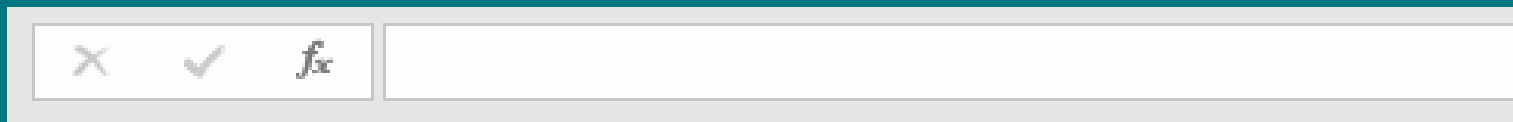


6) Intro functions and formulas



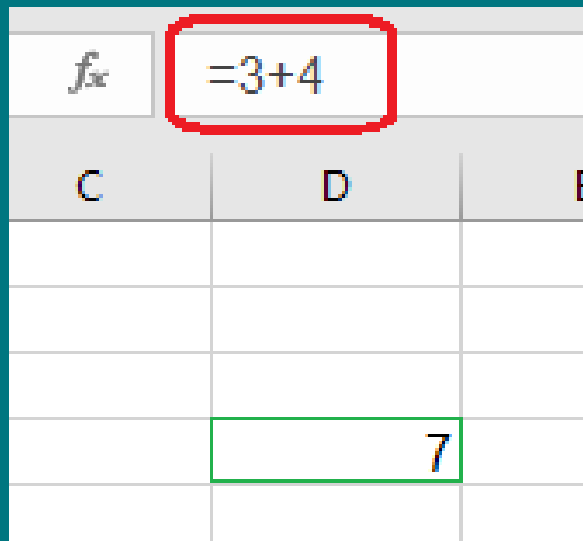
Formulas begin with an equal sign

All functions are formulas, but not all formulas are functions.



Simple: Click in a cell to make it active.

Go to the Formula bar and type the following:



The image shows a spreadsheet interface. At the top, the formula bar contains the text $=3+4$, which is highlighted with a red rectangular border. Below the formula bar, the spreadsheet grid is visible. The columns are labeled C, D, and E. The row containing the result has a green border around the cell in column D, which contains the number 7.

	C	D	E
		7	

The answer appears in the cell!

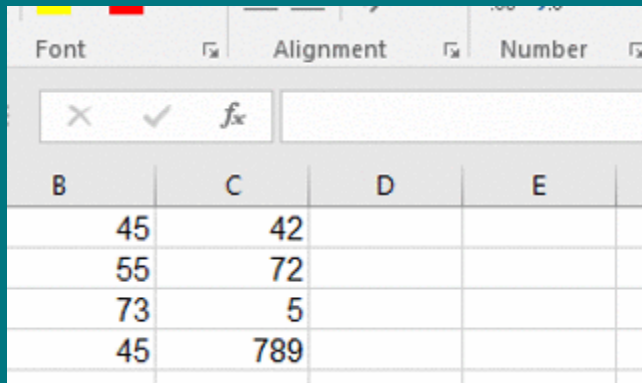


Fancier: Click in a cell to make it active.

Go to the Formula bar,

Type an equal sign.

Then click on the first cell, enter a + sign, then click on the second cell.



The screenshot shows the top portion of an Excel spreadsheet. The ribbon includes 'Font', 'Alignment', and 'Number' tabs. The formula bar contains an equals sign followed by a plus sign. The spreadsheet grid shows columns B, C, D, and E, and rows 1 through 4. The values in the grid are:

	B	C	D	E
1	45	42		
2	55	72		
3	73	5		
4	45	789		



Formulas start with an = sign

The screenshot shows the Excel interface with the formula bar at the top. A red arrow points to the **fx** icon. Below the formula bar, the spreadsheet grid shows columns B through I and rows 4, 5, and 6. The data in the grid is as follows:

	B	C	D	E	F	G	H	I
4			4	5	=			
5			4	4				
6			2	7				

The **Insert Function** dialog box is open, showing the following options:

- Search for a function: Type a brief description of what you want to do and then click Go
- Or select a category: Most Recently Used
- Select a function: AVERAGE, SUM, IF, HYPERLINK, COUNT, MAX, SIN
- AVERAGE(number1,number2,...)**
Returns the average (arithmetic mean) of its arguments, which can be numbers or names, arrays, or references that contain numbers.

Buttons: OK, Cancel

Click on the fx to see many options.



Several ways to do formulas.

Click empty cell under a series of numbers

All functions are formulas, but not all formulas are functions.



Let's AutoSum!

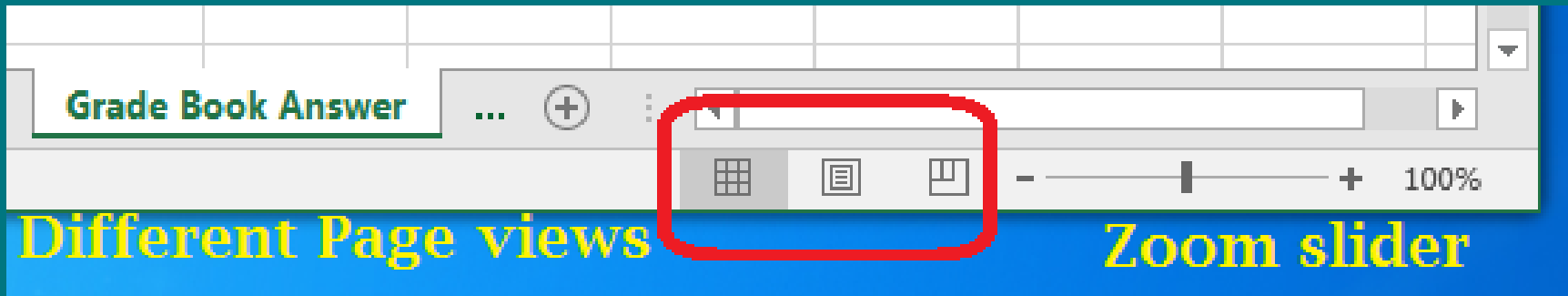
The screenshot shows the Microsoft Excel interface with the 'Formulas' ribbon selected. The 'AutoSum' button is highlighted, and the 'Function Library' and 'Formula Auditing' groups are visible. The spreadsheet contains the following data:

	A	B	C	D	E
1			Enter Text	Enter numbers	Enter Dates
2			Potter, Harry	315	1/2/2016
3			Granger, Hermione	266	3/5/2011
4			Brown, Lavender	548	4/6/2016
5			Pettigrew, Peter	749	4/7/2015
6			Evans, Lily	776	12/15/2019
7					
8					
9					
10					
11					
12					



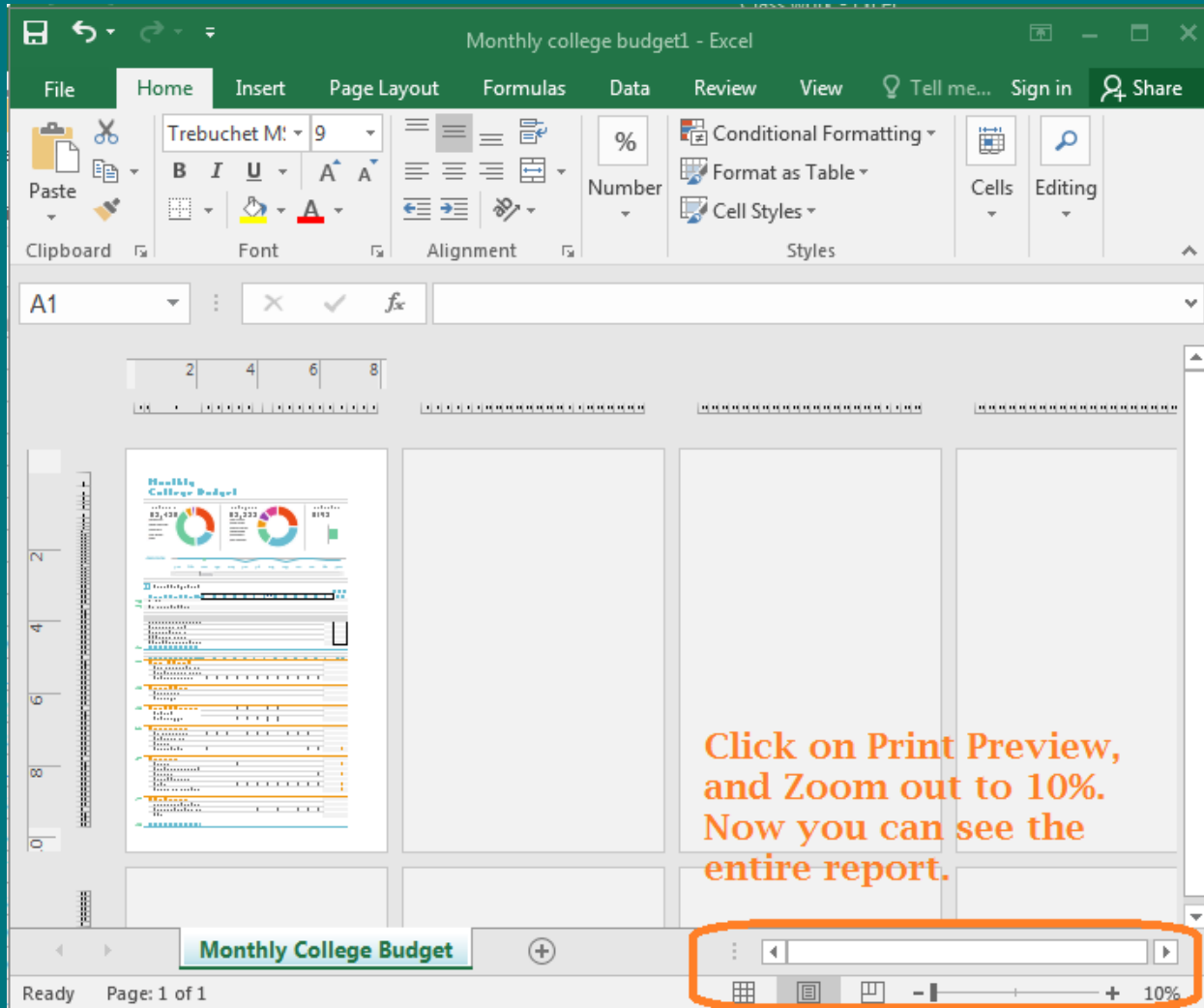
7) Print workbooks





At the bottom of the worksheet, to the left of the zoom slider, you will find the different page views. Click on the middle one **Page Layout** to see how the report will print out. From here you can easily add Headers or Footers, page numbers, etc.





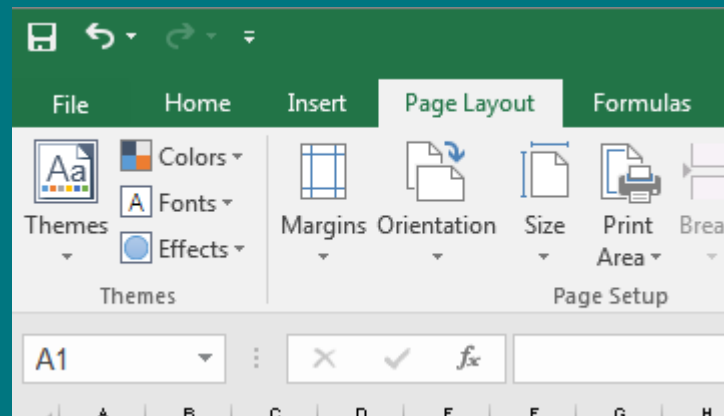
Click on Print Preview, and Zoom out to 10%. Now you can see the entire report.

Try Print Preview and slide the zoom bar to the left to see the whole report



In the **Page Layout** tab, click on the little “down arrow” underneath each option.

- use “narrow **margin**” to give more room for the report.
- Change the **Orientation** allows for a wider report in Landscape.
- Print Area > Set print area – allows you to print only a selected range of cells.



File > Print - this will bring up the Print Preview. Here you can see if the worksheet fits the paper. Change the orientation to landscape for a wide report.

The screenshot shows the Microsoft Excel Print Preview interface. On the left is a green navigation pane with options: Info, New, Open, Save, Save As, **Print**, Share, Export, Close, Account, and Options. The main window title is "Class work - Excel" and the user is "Martha Nelson".

The "Print" section shows a printer icon, a "Print" button, and "Copies: 1". The "Printer" section shows "AS Office NE on scoop" and "Ready". The "Settings" section includes:

- Print Active Sheets: Only print the active she...
- Pages: 1 to 1
- Print One Sided: Only print on one side of...
- Collated: 1,2,3 1,2,3 1,2,3
- Portrait Orientation
- Letter: 8.5" x 11"
- Normal Margins: Left: 0.7" Right: 0.7"
- No Scaling: Print sheets at their actual...

The preview area shows a table of soda data:

Soda	ounces	sugar	calories	sugar per oz	Calories per oz	sugar per 20 oz	Calories per 20 oz
Vitamin W:	20	33	125	1.65			
Capri Sun:	6.75	18	70	2.67			
Arizona I&E	24	72	270	3.00			
Coca Cola	20	65	240	3.25			
Snapple Lt	16	46	200	2.88			
Mirinda Mt	20	67	260	3.25			
Real Fruit:	8.3	27	108	3.25			
Orange Ju	8	24	110	3.00			
Mountain C	20	77	290	3.85			
Apple Julo	8	26	120	3.25			
Roadstar E	16	62	248	3.58			
Mike's I&E	11.2	30	220	2.68			
Nesquik C:	8	28	200	3.50			

At the bottom, it shows "Page Setup" and "1 of 1".



More Excel classes:

- Charts and Graphs
- Formulas and Functions
- Making a Budget using Excel



Thank You

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